

Information Security Forum

Terms of Reference

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Version 1	08/08/2018	Cathie Fraser	Initial issue to ISF
Version 2	23/01/2020	Cathie Fraser	Included East Renfrewshire Culture and Leisure and BRMs
Version 3	26/09/2023	ISF	Amended Head of ICT title to reflect Head of ICT and Resilience

Information Security Forum

Purpose

The Information Security Forum (ISF) remit is to provide a top down management structure and practical mechanism for co-ordinating information security activity throughout East Renfrewshire Council and East Renfrewshire Culture and Leisure (ERCLT). Note: the term Information Security incorporates Cyber Security.

The Information Security and Digital Risk Officer will chair ISF meetings.

Scope of Forum

The ISF will be representative of all Council and ERCLT Services and promote Information Security by:

- Promoting a culture of good Information Security;
- Agreeing specific methodologies and processes for information security, for example risk assessment, security classification, techniques for awareness raising;
- Agreeing and supporting Council-wide security initiatives such as security awareness training;
- Raising details of proposed initiatives, sharing exercises, new systems or new data processing projects within their designated departments/Services;
- Ensuring consistency of approach in implementing Information Security and Digital Risk policies associated guidelines and procedures ensuring compliance with legislation and minimising risk;
- Monitoring effectiveness of information security policies, training and awareness;
- Reviewing information security incidents to ensure lessons learned;
- Promoting the visibility of business support for information security throughout the Council;
- Promoting good information security practice;
- Sharing experiences and best practices;
- Identifying policy and training needs within departments;
- Review of policies/guidelines such as the Information Security Policy, Statement of Intent and Charter for Protection Information as appropriate;
- Act as a source of advice on Information Security matters.

Membership

Departmental Reps

The ISF will have representation from all Council departments and ERCLT. Reps will be responsible for undertaking activities as per the scope of the forum and to disseminate information throughout departmental areas of responsibility as per the ISF Membership document.

Areas of Expertise

Council wide representation from other security related sections will provide an overview of areas of expertise such as HR, Internal Audit, Records Management and Legal.

Business Relationship Managers (BRMs)

IT Services BRMs will represent their respective areas to ensure good information security practise is reflected within their departmental areas of responsibility.

Meetings

Where departmental reps are unable to attend a meeting their named delegate must be provided in advance by email to the meeting chair.

Reporting

The group will meet a minimum of 2 times per year and reports to the Head of ICT and Resilience. Special meetings may be held to examine specific security issues.

Minutes and Reporting

The minutes of each meeting, once agreed, will be submitted to the Head of ICT and Resilience. Other material / reports will be provided at the request of the Head of ICT and Resilience and the CMT. All materials will be located within the ISF Team site.